

DRAFT – November 8, 2004

**PERFORMANCE WORK STATEMENT
FOR THE
U.S. DEPARTMENT OF ENERGY
NATIONAL TRAINING CENTER
ALBUQUERQUE, NEW MEXICO**

I. Introduction and Background

The National Training Center (NTC) is the primary professional development and technical training institution of the Department of Energy (DOE). Since its inception in 1984, the NTC has continuously provided centralized and comprehensive Safeguards and Security training for the Department, including the National Nuclear Security Administration (NNSA). NTC is also initiating career and curricula development programs for Safety, Cyber Security, and other specialized technical areas for the DOE workforce.

The NTC is an organization within the Office of Safeguards and Security Policy and Classification Management (SO-10) under the leadership of the Office of Safety and Security Performance Assurance (SSA) in Washington, D.C. The Safeguards and Security Training Director (SO-10.3) provides day-to-day supervision over operations and resources of the NTC, with the assistance of Federal and Contractor staff in Albuquerque, New Mexico.

The NTC main campus is located on the old Manzano Administrative Area of Kirtland Air Force Base in Albuquerque, New Mexico. The NTC Live Fire Range (LFR) is situated approximately six miles east of the campus area in Coyote Canyon.

Currently, DOE and the NNSA manage and oversee the operation of numerous programs that produce, process, store, transport, or dispose of special nuclear materials, weapons, classified information, and equipment. In the interest of national security, the activities and materials associated with these programs require fail-safe protection. DOE sites nationwide employ uniformed and other specialized Safeguards and Security professionals, both Federal and Contractor, to carry out critical security functions for the Department. In addition, a DOE professional cadre operates a wide-range of security and safety systems and access controls at Headquarters and Field sites.

In addition to Safeguards and Security, the NTC is supporting emerging DOE complex-wide professional development and technical training in Cyber-security, Safety, and other specified training areas. To the maximum extent possible, all NTC training is based on technical qualification standards or requirements to support DOE work and competencies.

The NTC has a nationally recognized corps of career development and technical training professionals on site who provide a range of unique services for the Department. NTC is

DRAFT – November 8, 2004

credited for its disciplined program techniques and approaches, particularly adherence to the Instructional Systems Design (ISD) process. The ISD process establishes rigor, consistency, and quality in NTC training design and development through its five-phases: analysis; curriculum design; development; implementation; and evaluation.

In addition, the NTC training program consists of several other integral components that support DOE and Other Government Agency (OGA) training requirements. These components include:

1. Instructional Systems Design
2. Delivery Methods
 - a. Traditional classroom delivery
 - b. Mobile Training Team (MTT) delivery
 - c. Distance learning delivery
3. Performance-based delivery
 - a. NTC live-fire tactical training
 - b. Engagement Simulation System/MILES training
 - c. Dye-marking Cartridge based training
 - d. Computer modeling/simulation-based training
4. Certification programs
 - a. Instructor certification – various courses
 - b. DOE Armorer certification
 - c. Site certification of NTC-developed curricula
 - d. Vulnerability Analysis Practitioner certification
5. Training Approval Process program
6. Training Records System (Integrated Records Information System)
7. Professional Development Programs

II. Scope of Work

This contract is for professional management and technical training services for the Department of Energy. Accordingly, all tasks performed under this contract must be approved in advance through a written task assignment developed in coordination with the NTC Director and approved by the Contracting Officer (CO). The CO for this contract is located at DOE Headquarters (HQ) in Washington, DC.

DRAFT – November 8, 2004

Whenever a task assignment is issued by the CO through coordination with the NTC Director, the Contractor shall provide professional training and services to customers in the following priority: SSA; DOE program offices and field elements (including NNSA); other Federal agencies; State, regional, and local governments; educational institutions; and other sponsors. As additional training programs are developed, task assignments will establish priorities.

The Contractor shall provide support services to NTC in the following three task areas:

- 1.0: Business and Management Support Programs;
- 2.0: Training Programs; and
- 3.0: Planning and Professional Development Programs.

All equipment, systems, databases, information, and materials acquired, developed, or used by the Contractor under this contract shall remain the property of the Department of Energy.

Work performed under this contract shall be primarily at NTC facilities and ranges, with additional training performed at remote DOE and other government agency locations as approved by the NTC Director.

NTC may sponsor delivery of MTT or “fly-away” courses outside the continental United States. These MTTs are associated with existing NTC Military Inter-Departmental Purchase Requests (MIPRs) or Intergovernmental Agreement (IA) activities, such as the Department of State Anti-Terrorism Assistance Program.

Task Area 1.0: Business and Management Support Programs

The Contractor shall provide professional, technical and administrative support, as well as a broad range of operational support to the NTC at all levels, including, but not limited to other relevant functional areas, including environment, safety and health, quality assurance and training facilities, and comprehensive training program support. In addition, the Contractor shall provide the best available technological, business and management practices and policies to make improvements, as needed. The Contractor must be able to achieve a measurable demonstration of its outstanding performance in all aspects of NTC activities at all times.

For the Department of Energy, the Contractor shall provide the necessary personnel, financial, project management, and administrative systems, equipment, materials, facilities access, technical support, and other services to perform assigned tasks and to meet performance requirements described in this Performance Work Statement (PWS).

DRAFT – November 8, 2004

For other government agencies, the Contractor may provide, with the Contracting Officer Representative (COR) authorization, access to training facilities, equipment, personnel, and technical services to counter national security threats related to weapons of mass destruction, critical infrastructure operating systems, or terrorism, both domestically and internationally.

To ensure continuing optimal service to the Department, the Contractor shall employ sufficient core staff in Albuquerque, New Mexico, and other locations only as approved by the CO. To administer work for OGAs, the Contractor shall employ intermittent, part-time, and flexible staff arrangements commensurate with the level of effort authorized by interagency agreement.

The Contractor is expected, at all times, to maintain approved financial systems, records and supporting documentation on costs consistent with cost accounting standards associated with the SSA-endorsed Work Breakdown Structure (WBS).

Existing Information Technology (IT) hardware and software will be oriented toward solving both training and business problems and goals. The ability to generate consolidated and reconciled financial, training management and other business reports will be part of the Contractor maintained data warehouse/knowledge management system. The goal is to achieve the latest data warehousing and analytical solutions, including real time data retrieval capabilities incorporated into the NTC information processing environments. The database warehouse will include learning management content system (LCMS), course management systems (CMS) and learning management system (LMS) components consistent with Sharable Content Object Reference Model (SCORM) standards. The components of this enterprise data warehousing architecture will also include source databases, staging files, data integration platform, data modeling tools, and data repositories. The Contractor must be qualified and able to implement expected system and network configuration improvements and upgrades during the contract term.

Task Area 2.0: Training Programs

The primary NTC mission is to meet the technical career development training requirements of DOE. At the start of the contract, the Contractor must be equipped to provide quality services for approximately 3,000 students annually through as many as 130 courses of instruction, each with distinct lesson plans. Course size may range from 15 to 35 students in duration from one to twelve weeks. Many of these courses are offered in multiple iterations annually and in various formats (e.g., classroom, MTT, performance-based live fire range courses, and distance learning). Traditionally, the majority of students have been trained at their respective DOE sites through MTTs, distance learning, and other means. Although the recent average of students on-site annually is about 1,200, the NTC anticipates growth in DOE attendance to address expansion of curricula to Safety and other DOE technical areas.

DRAFT – November 8, 2004

The Contractor will promote and maintain a more robust training course schedule, accommodating full capacity of the NTC.

As a secondary mission, the COR may authorize the Contractor to extend specialized training expertise to OGAs involved in protecting critical national resources through specialized training on a cost-reimbursable, case-by-case basis as part of NTC interagency agreement programs.

To accomplish its missions, the NTC Contractor shall maintain and upgrade existing courses, as well as develop and deliver new Safeguards and Security (S&S) training in the following required technical core competencies:

- (1) Program planning, and management (PPM);
- (2) Protective Force (PF);
- (3) Physical security systems (PSS);
- (4) Materials control and accountability (MC&A), including special handling, transportation, and inventory management;
- (5) Information security for the protection of classified and sensitive matter;
- (6) Information systems, including cyber security and penetration testing; and
- (7) Personnel security, including background investigations, access authorizations, adjudication of personnel security issues, and the Security Awareness Program.

In addition, the NTC will develop and maintain an active Safety training program in accordance with Federal Technical Capabilities Program standards and Safety Career Development Program (CDP) requirements. The Contractor must develop and employ strategies to expand workforce technical competencies in other select areas and to maintain an appropriate technical instructional base for DOE employees.

The NTC Contractor shall provide high quality standardized professional and technical training services by developing and maintaining proficient DOE certified instructional staff. Upon request from field elements, the NTC shall provide site certification of NTC-developed courses. In addition, the NTC Contractor shall maintain modern and safe training facilities, up-to-date materials, and equipment, including the NTC main campus and live fire and tactical ranges.

The Contractor shall maintain the DOE Training Approval Program (TAP), which ensures DOE field element S&S training programs meet existing standards. The Contractor shall develop and maintain TAP certification curriculum through NTC at about 15 DOE sites annually. The NTC shall register site certifications to integrate with NTC's workforce planning and professional development program.

Task Area 3.0: Planning and Professional Development

The NTC Contractor shall assist Federal NTC staff in all phases of strategic planning and management processes supporting NTC missions and operations, including annual updates to the NTC Strategic Plan.

The Contractor shall provide support to the NTC Professional Development Program (PDP). The PDP establishes career development paths and provides training enhancement programs to support core competencies in various topical and functional qualification areas. The program guides supervisory, management, and leadership training. PDP requires ongoing workforce analysis and evaluations necessary for the development of effective recruitment and retention strategies, career path development, and curricula design.

The NTC shall devise a method for analyzing and determining topical or functional area competencies, for identifying workforce skill gaps, and for developing training programs to fill them. For Security and Safety, the NTC Contractor will develop curricula to support technical qualification standards for DOE professionals, establish mid-level manager training programs, and deliver certification programs to support career development. The Contractor shall establish and maintain active academic, government, and private sector affiliations to enable the complete implementation of the PDP and CDP, employing current methodologies and data analyses.

III. Performance Objectives

Performance in the three major program task areas identified for this contract shall be monitored by federal technical personnel: (1) Business and Management Support Programs; (2) Training Programs; and (3) Planning and Professional Development Program.

Each task area will be aligned to task assignments issued by the CO. Task assignments will contain performance requirements with the following elements:

- Performance Objectives state requisite outcomes or results by program task area.
- Performance Measures are the criteria monitored by federal technical staff correlated to a task area.
 - (1) Scope: whether work products comply with federal and DOE statute, policy, orders, directives, regulations, manuals, and task assignments, as well as management instructions;
 - (2) Schedule: whether work products are completed within deadline;
 - (3) Cost: whether completed task assignment costs are *plus or minus* 3% within the approved budget;

DRAFT – November 8, 2004

- (4) Quality: whether work products demonstrate due diligence, clarity, and mission focus.

The contractor shall maintain automated project management plans to report on the status of major projects associated with each task area outlined in the task assignment. The project management plans will include performance schedules and milestones updated through to project completion. The plans will report monthly costs and show budget deviations at major milestones.

- Performance Expectations: provide the standards for successful performance.
- Performance Rating: The contractor will be rated using the Quality Assurance Surveillance Plan as contained in Section VI of this PWS.

The Contractor shall designate a General Manager and Task Managers for each identified Task Area. Performance Objectives are provided for each Task Area below:

Task Area 1.0 – Business and Management Support Programs

Performance Objective 1.1: *The Contractor shall provide the full range of administrative, financial, management, and other business services necessary to support effective operations of the NTC.*

For the Department of Energy, the Contractor shall provide the necessary personnel, financial, project management, and administrative systems, equipment, materials, facilities access, technical support, and other services to perform assigned tasks and to meet performance requirements described in this Performance Work Statement (PWS).

For other government agencies, the Contractor may provide, on an as-needed basis only, access to training facilities, equipment, personnel, and technical services to counter national security threats related to weapons of mass destruction, critical infrastructure operating systems, or terrorism, both domestically and internationally.

To ensure continuing optimal service to the Department, the Contractor shall employ sufficient core staff in Albuquerque, New Mexico, and other locations only as approved by the CO. To administer work for other agencies, the Contractor shall provide intermittent, part-time staff support only.

All equipment, systems, and materials acquired or used by the Contractor under this contract shall remain the property of the Department of Energy.

The Contractor shall perform business and management support functions to execute contract requirements as specified in the task assignment. Business and management support functions include:

DRAFT – November 8, 2004

- A. Task Assignment Plans for each performance period;
- B. Annual spend plans with monthly cost estimates and milestones;
- C. Routine, automated project management tracking;
- D. Management and maintenance of 20 to 40 motor vehicles;
- E. Purchasing equipment and supplies through a centralized procurement system;
- F. Maintaining accurate records of student registration, academic, security survey, environmental assessment, safety inspection, and operations records;
- G. Providing reports on ammunition, weapons, and IT equipment use and transfers;
- H. Maintaining facility and infrastructure records, including real estate and other property inventory records;
- I. Effective human resources management;
- J. Self evaluation of operations;
- K. Security planning and operations to ensure the protection of classified and unclassified materials;
- L. Implementing and maintaining a web-based automated business management system to improve financial performance, integrate budget and project controls, and expand electronic performance efficiencies, including: financial and cost accounting; travel; payroll; budget formulation and execution; procurement; contract administration; facilities management; and human resources;
- M. Maintaining a property management system for the accountability of government-owned property from acquisition to final disposition. This includes sensitive property to include NTC firearms;
- N. Conducting activities in accordance with DOE P450.4 (Safety Management System Policy and the Integrated Safety Management System Description Document for the NTC. The Contractor shall demonstrate continuous improvement in ES&H performance; and
- O. Implementing a self-assessment program consistent with DOE P 450.5 (Line Environment Safety and Health Oversight), conduct self-assessments of the applicable functional areas detailed in DOE 440.1A (Worker Protection Management for DOE Federal and Contractor Employees) and provide self-assessment reports to DOE NTC within 30 days of the reports' completion. Corrective action plans shall be developed for deficiencies identified during these self-assessments. Documented evidence that the corrective actions have been completed will be provided to DOE upon request.

Performance Objective 1.2: *The Contractor shall provide services to operate and maintain NTC facilities and resources efficiently and safely.*

The Contractor shall develop prioritized preventative and corrective maintenance for NTC facilities and property. The Contractor shall provide robust accountability systems to prevent loss, divert thefts, and expose waste, fraud, or abuse.

DRAFT – November 8, 2004

The Contractor shall maintain site plans for the main campus and live fire ranges. The plans shall include major facility renovations or new construction and describe related resource requirements. Property included in the site-wide plans shall include:

- A. Buildings, parking lots, and grounds under separate land-use permits issued by the U.S. Air Force, which include the following:
 - a. *Main Campus*: The main campus, located on 11.5 acres, has 10 permanent buildings with six classrooms and an Interactive Television system, five parking areas, two mobile trailers, four CONEX storage boxes, including an excess building east of the main campus situated on approximately three acres;
 - b. *Live Fire Ranges (LFR)*: The Live Fire Ranges (LFR) complex is situated on 46 acres with additional safety zone acreage. Co-located with the LFR are three permanent structures with four classrooms, three mobile structures, and three parking lots; and
 - c. *Live Fire Range Annex*: The LFR Annex (LFR Annex) comprises 23 acres, with seven semi-permanent structures, including two classrooms, and a large parking area.
 - d. *Offsite facilities*: Lease management may be provided for offsite facilities; however, work shall be primarily conducted at NTC facilities and ranges. When government facilities or equipment are not available for DOE activities, the Contractor may offer cost-efficient alternatives to provide services and equipment at off-site locations provided advance approval is obtained by the CO.
- B. Mechanical and electric equipment and systems throughout the site:
 - a. Security access systems and alarms;
 - b. Fire safety panels and alarms;
 - c. Utility systems (HVAC and natural gas);
 - d. Firing ranges and weapons facilities; and
 - e. Water distribution systems.
- C. IT systems, maintenance, upgrade, support, and operation for NTC. To include the following:

- a. Local Area Network
- b. NTC Cyber security plans and implementation
- c. NTC Intranet
- d. NTC Website
- e. Classroom IT and related video support
- f. Video Teleconferencing system
- g. Integrated Registration Information System (IRIS)
- h. Video/Graphics Production
- i. Interactive Television Studio

Performance Objective 1.3: *The Contractor shall provide services to the Federal government's Accelerated Access Authorization Program (AAAP).*

The Contractor shall support the AAAP for the Office of Security by facilitating professional services and retaining sensitive records at the NTC. AAAP services include arranging for the services of licensed psychologists, certified polygraph examiners, drug urinalysis testing facilities, medical reviewers of drug tests, and Psychological Detection of Deception (Polygraph) Examinations. The Contractor shall ensure that the AAAP program complies with Department of Defense Polygraph Institute (DODPI) guidelines.

Task Area 2.0 – Training Programs

Performance Objective 2.1: *The Contractor shall consistently employ the formal ISD process to design, develop, revise, and implement new and existing training courses.*

The Contractor shall employ the ISD process for course development. ISD has five interrelated phases that align training content to subject matter competencies: (1) Analysis; (2) Design; (3) Development; (4) Implementation; and (5) Continuing Evaluation.

The Contractor shall develop and maintain a controlled, accurate, up-to-date electronic repository containing all NTC-approved training design documents and records, including course lesson plans, training aids, student handouts and guides, and training evaluation tools.

The Contractor will obtain, coordinate, and incorporate field input on NTC courses to perform routine, systematic updates and initiate new design features. The Contractor will solicit the views of Subject Matter Experts (SMEs) from DOE field locations to validate training material approaches.

A comprehensive review schedule with a prioritized list of existing courses for review shall be developed and implemented. The NTC Director, Training Programs, shall approve the schedule and prioritized list of courses for review.

DRAFT – November 8, 2004

Performance Objective 2.2: *The Contractor shall deliver scheduled training courses via the classroom, distance learning, mobile training teams, hands-on exercises, and the project planning and implementation of the annual DOE Security Forces Training Competition [formerly know as: “Security Police Officer Training Competition”].*

The Contractor shall deliver all scheduled training courses in an appropriate delivery method and in a cost effective manner. The Contractor shall develop, implement, and maintain standard operating procedures and guidelines for delivering all types of training. The Contractor shall provide the planning, designing, developing, presenting, and evaluation of instructional methods used to deliver training courses.

The Contractor shall employ, on an as-needed basis, a cadre of professional instructors with DOE expertise in core Security and Safety competencies and other technical disciplines as required. The NTC Director shall certify instructors and intermittent part-time faculty.

The Contractor shall institute fiscal year course schedules based on formal Training Needs Analysis, Training Advisory Counsel, and Training Manager’s Quality Panel. The Contractor will allocate resources, project costs, and report course maintenance activities using the NTC Work Breakdown Structure.

The Contractor will provide high quality service to all customers of the NTC, including: responses to field requests; coordination of surveys, job analyses, and training effectiveness reports; mentoring students in S&S topical and Safety functional areas, and other requests as required. The Contractor will obtain NTC Federal staff approval on requests for training materials. The Contractor shall notify NTC Federal staff immediately of potential or emerging issues of concern with DOE Headquarters, DOE or NNSA field sites, or other agencies.

The Contractor shall plan and conduct the DOE Security Forces Training Competition at NTC in accordance with NTC-approved protocols. The Contractor shall plan and execute the event based on project management principles and use the NTC WBS to allocate funds, track expenses, and reconcile costs. Upon completion, the Contractor shall prepare an after-action report containing financial data, competition results, lessons learned, and proposed improvements. The Contractor shall also assist in competitions at other locations to test and demonstrate the competencies of DOE security officers.

Performance Objective 2.3: *The Contractor shall provide specialized technical training and support services for the Department of Energy, and other government agencies.*

Specialized training and support services shall include: (1) Safeguards and Security; (2) safety; (3) cyber security; (4) counterintelligence; (5) foreign visits, assignments, and

DRAFT – November 8, 2004

conduct of operations with foreign national personnel; and (6) cost-reimbursable work under interagency agreements.

The Contractor shall facilitate the availability of professional training and education services for existing NTC interests, employing consistent management direction to DOE entities:

- (1) *Department of Energy, Central Training Academy (CTA)*: This effort includes providing technical and administrative support to operate the CTA.
- (2) *Department of Energy; Counterintelligence Training Academy (CITA)*: This effort includes providing technical and administrative support to operate CITA. The Contractor shall provide professional educational and training services while maintaining programmatic liaison with HQ counterintelligence management.
- (3) *Department of Energy, Foreign Interaction Training Academy (FITA)*: This effort includes providing technical and administrative support to operate FITA. The Contractor shall provide professional educational and training services while maintaining programmatic liaison with HQ foreign interactions program management.
- (4) *Department of State, Anti-Terrorism Assistance Program (ATAP)*: This effort includes providing technical, management, and administrative support for several DOS training activities. These courses must be designed and maintained for delivery both within the US and abroad.
- (5) *Department of Homeland Security*: This includes providing technical and management support for two DHS programs. The Pre-positioned Equipment Program (PEP) and the Homeland Security Exercise and Evaluation Program (HSEEP) comprise this effort.

The Contractor shall be prepared to support training, curriculum development, implementation, and professional development using the ISD model and project management techniques in the following functional areas:

- (1) Safeguards and Security;
- (2) Safety;
- (3) Cyber Security; and
- (4) Other DOE technical functional areas.

Consistent with the Economy Act, the Contractor may support mission-related training services for other Federal, state, and local government agencies charged with protecting national security and critical assets in order to avert threats of weapons of mass destruction and terrorism, domestically and internationally. Upon receipt of NTC written authorization, the Contractor may provide cost-effective administrative, logistical, and

operational oversight and support, as well as subject-matter expert training, approved in advance by the COR.

Performance Objective 2.4: *The Contractor shall support annual needs assessment surveys and evaluations to assist in the planning and design of courses, including ensuring their content and frequency are consistent with Career Development Programs.*

Survey information analyses and evaluations shall be used to update training requirements that will support and improve the Professional Enhancement Program (PEP) and the Advanced Development and Professional Training (ADAPT) Program for Safeguards and Security. Career Development Programs in Safety and in other DOE technical disciplines will be integrated into the annual survey at the direction of the SSA and NTC Director.

The Contractor shall support DOE-sponsored Quality Panels, the Training Advisory Council, and the Training Managers Quality Panel.

The Contractor shall support third-party accreditation or certification of NTC programs through the following organizations:

- (1) American Council on Education (ACE);
- (2) Council on Occupational Education (COE);
- (3) Federal Law Enforcement Training Accreditation (FLETA);
- (4) Federal Technical Capabilities Program (FTCP); and
- (5) Other institutions of higher education or professional organizations.

Performance Objective 2.5: *The Contractor shall maintain and operate the NTC Live-Fire Range (LFR) facility. The LFR armory will provide a comprehensive firearms weapons maintenance program to ensure ultimate reliability and safety at all times in the use, handling, and storage of all NTC weapons systems.*

The Contractor shall obtain approval from the NTC Director prior to granting new or revising existing Temporary Land Use Permits (TLUP). The Contractor LFR Range Master shall coordinate with NTC, DOE, NNSA, and OGA in scheduling each of the six ranges at the LFR. The Contractor shall ensure all ranges are maintained in an operational status, including functional target systems, lighting systems, and public address system.

DRAFT – November 8, 2004

Additionally, a safety plan shall be implemented and adhered to for all live fire and dye-marking cartridge operations.

All NTC Contractor personnel shall at all times maintain the highest level safety standards relative to all weapons operations, equipment and systems. As part of the comprehensive weapons program, the Contractor shall maintain and retain:

- (1) Training and tactical simulation equipment for protective force exercises and operations using dye-marking cartridges (DMC).
- (2) On-going routine support, maintenance, modification, and inspection of over 1,000 weapons systems at NTC.
- (3) Armorer and armory operations certification for all DOE sites maintaining firearms.
- (4) Accurate inventory and safe, secure storage for all NTC weapons, equipment, spare parts, and over one million rounds of ammunition annually.
- (5) MILES/ESS: The Contractor shall be prepared to establish and maintain MILE/ESS equipment including:
 - a. Depot level maintenance for DOE-owned equipment;
 - b. Maintaining spare parts inventory;
 - c. Providing equipment calibration;
 - d. Maintaining laser eye safety examinations and armorer certifications

Task Area 3.0 - Planning and Professional Development Program

Performance Objective 3.1: *The Contractor shall provide support to the Safeguards and Security Professional Development Program and the Safety Career Development Program and other professional development activities as appropriate.*

The Contractor shall support the PDP in establishing career development paths and providing training capabilities necessary to develop core competencies for DOE Safeguards and Security and Safety professionals. The Contractor will assist in analyzing workforce demographics necessary to plan and implement all phases of professional development programs effectively. The Contractor will assist the PDP staff in developing recruitment and retention strategies, career paths, and curricula design for the current and future workforce supporting the Department's Safeguards and Security and Safety missions. PDP workforce data will be integrated into the PEP and ADAPT programs, as well as Annual Needs Assessments and Surveys, to eliminate training gaps

DRAFT – November 8, 2004

in the Safeguards and Security and Safety professions. The PDP shall compliment the Department-wide corporate recruitment and career development program.

Performance Objective 3.2: *The Contractor shall support annual needs assessment surveys and evaluations to assist in the planning and design of courses, including ensuring their content and frequency are consistent with Professional Development Programs.*

The Contractor using survey information, analyses, and evaluations shall update training requirements that will develop, support, and improve elements of the Professional Enhancement Program (PEP) and the Advanced Development and Professional Training (ADAPT) Program for Safeguards and Security, the Safety Career Development Program, and others as appropriate. The Contractor will assist the PDP staff in conducting comparative data analyses of current training courses and PDP requirements. Resulting empirical data will be used by the NTC Training Department to determine, schedule, and implement PDP relevant training courses.

Performance Objective 3.3: *The Contractor shall support the development of the Leadership and Management Development Program (LMDP).*

The Contractor shall stand-up the LMDP for DOE technical professions as appropriate. To implement this supervisory management and leadership program effectively, the Contractor will engage in partnerships with educational and professional organizations to validate management competencies. The Contractor will support leadership and management training to develop fundamental supervisory, mid- and senior level skills for DOE technical professionals in business and management, strategic planning, concept of operations, contract oversight, program and project management, budget and finance, and other areas. The Contractor will develop training to support senior level management competencies.

The Contractor shall develop Individual Development Plans (IDPs) and provide services associated with PDP tracks, including enrolling students PEP, ADAPT, and associated Career Path Development programs.

Performance Objective 3.4: *The Contractor shall establish and maintain an on-site repository/library of current and historical training reference material on behalf of the Department of Energy and the Federal government.*

Information in the repository shall be well-organized, up-to-date, and readily available to all staff, students, and facility, including:

DRAFT – November 8, 2004

- A. Publications;
- B. Periodicals and manuals;
- C. Computer databases;
- D. Audiotapes and videotapes;
- E. DOE Orders, manuals, and guidance relative to training or to NTC related course disciplines;
- F. Course listings, historical iterations and current active lesson plans, evaluations, instruction procedures, and other training materials;
- G. Reference materials and data on career development programs, especially related to DOE technical programs.

IV. Reports

The Contractor shall provide reports as specified in the Reporting Requirement Checklist contained in the contract and the task assignment(s). The Contractor shall provide periodic formal reports as identified in this Attachment and other ad hoc reports requested by the CO or COR instrumental to effective and appropriate NTC management and operations. The Contractor shall institute formal quarterly reports on compliance programs that conform to applicable DOE, Federal, state and local statutes, regulations, orders, requirements, and NTC policies. Contractor compliance programs shall contain self-assessment protocols on: Quality Assurance; Integrated Safety Management; Integrated Safeguards and Security Management; and Environment, Safety and Health.

V. Glossary

AAAP	Accelerated Access Authorization Program
ACE	American Council on Education
ADAPT	Advanced Development and Professional Training Program
ATAP	Anti Terrorism Assistance Program
NNSA/SC	NNSA Service Center, Albuquerque
CITA	Counterintelligence Training Academy
CO	Contracting Officer
COE	Council on Occupational Education
COR	Contracting Officer's Representative
DHS	Department of Homeland Security
DODPI	Department of Defense Polygraph Institute
DOE	Department of Energy
FLETA	Federal Law Enforcement Training Accreditation
ISM	Integrated Safety Management
LFR	Live Fire Range
MILES/ESS	Multiple Integrated Laser Engagement System
MMPI	Minnesota Multiphasic Personality Inventory

DRAFT – November 8, 2004

NNSA	National Nuclear Security Administration
NTC	National Training Center
OA	Office of Independent Oversight and Performance Assurance
PEP	Professional Enhancement Program
PWS	Performance Work Statement
QA	Quality Assurance
SO	Office of Security
SS	Site Security
SSA	Office of Security and Safety Performance Assurance
TAP	Training Approval Program

VI. Quality Assurance Surveillance Plan (QASP)

This QASP provides a plan for the Government to monitor the contractor's performance. The QASP intends to use the following procedure for evaluation of the contractor's performance. It is anticipated that individual task assignments will be issued to address the performance requirements stated in the Performance Work Statement. The tasks are assumed to address the Government's requirements. It is anticipated that each task assignment shall have a technical monitor designated.

The CO, COR, and Technical Monitor (TM) will validate the quality of service the contractor provides by evaluating the performance schedule, management performance, technical performance, product quality and cost control to assess the quality, timeliness and cost effectiveness as specified in the Performance Work Statement or Task Assignments.

Monitoring by automation may be accomplished through electronic reports and vouchers from a government certified accounting system. The COR will survey the Government customers receiving the services from the contractor to determine their satisfaction, using the contractor performance requirements. The COR will from time to time monitor performance by the following methods:

- Sampling
- Comparison
- Audit
- Verification

The contractor will prepare a self-assessment of their performance against the contract performance requirements and submit to the CO. The COR will conduct a validation of the contract's claimed performance.

VII. Other Information**NTC CAMPUS FACT SHEET****Main Campus Facilities:**

10 buildings; 11.5 acres

121,000 square feet

6 primary classrooms (1 for classified)

1 Gymnasium

Live Fire Range and Annex:

13 buildings; 90 acres

37,000 square feet

7 ranges

1 shoot house

1 rappel tower

COURSE SCHEDULE

The attached Course Schedule is a representative sample of courses that offerors could be required to perform. (see attached)

Active Course List by Academy/Department

DOE NTC

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	Course #	Course Title	Status^
Antiterrorism Assistance Training Prgm			
	ATA11	Interdicting Terrorist Organizations	Active Course
	WF12000	Vital Installation Security	Active Course
	WF13000	VIP Protection	Active Course
	WF14000	Officer Survival Training	Active Course
	WF15000	Instructor Development Course	Active Course
	WF16000	Firearms Instructor Course	Active Course
	WF16B	Weapons of Mass Destruction (WMD)	Active Course
	WF17000	Emergency Medical Interventions for Mass Casualty	Active Course - R
	WF18000	Terrorism Investigations Course	Active Course
	WF19015	Hospital-Based Mngment for Mass Casualty Incidents	Active Course

Number Active Courses: 10

	Course #	Course Title	Status^
Counterintelligence Training Academy			
	CNA-100	Counterintelligence Awareness for DOE	Active Course
	CNA-103	Introduction to Counterintelligence Awareness	Active Course - UD
	CNA-110	Counterintelligence for Managers Seminar	Active Course
	CNA-111	Managing the Insider Threat	Active Course
	CNA-140	CI for Radiological Assistance Program	Active Course - UD
	CNA-141	Foreign Intelligence Threats to Info Technology	Active Course
	CNA-150	The Foreign Intelligence Threat Seminar	Active Course
	CNA-151	Elicitation at Scientific & Business Meetings	Active Course
	CNA-152	Economic Espionage Seminar	Active Course
	CNA-153	Espionage Recruitment and Human Vulnerabilities	Active Course
	CNA-154	Technical Collection Threat to the Traveler	Active Course
	CNA-155	CI Awareness for the Traveler Abroad	Active Course
	CNA-170	Terrorism Awareness in the DOE/NNSA Community	Active Course
	CNA-200	Introduction to DOE Counterintelligence	Active Course - UD
	CNA-225	Counterintelligence Automated Investigative Manage	Active Course
	CNA-250	DOE Counterintelligence Staff Course	Active Course

Number Active Courses: 16

	Course #	Course Title	Status^
Foreign Interaction Training Academy			
	FIT-110	Foreign Access Central Tracking System Training	Active Course
	FIT-150	Responsible Officer/Alternate Responsible	Active Course

Number Active Courses: 2

	Course #	Course Title	Status^
S&S Central Training Academy - Proforce			
	BST-202	Crisis Negotiations Training	Active Course - R
	LFR-102	Basic Armorer Certification	Active Course

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Page 1 of 5

Active Course List by Academy/Department

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Course #	Course Title	Status^
S&S Central Training Academy - Proforce		
LFR-103	Advanced Armorer Certification	Active Course
LFR-201	Live-Fire Range Operations	Active Course - R
PFT-106DW	Firearms Safety	Active Course
PFT-110DV	SPO Health & Wellness	Active Course
PFT-112	Safety Officer Practical Training Program	Active Course - R
PFT-114	Defensive Shotgun Training	Active Course - UD
PFT-215	Basic Security Police Officer Training	Active Course
PFT-310	Special Response Team	Active Course
PFT-320	Precision Rifle/Forward Observer Team	Active Course
PFT-321	Precision Rifle/Forward Observer Team Instr. Cert.	Active Course
PFT-345DV	Chemical/Biological Awareness Seminar	Active Course
PFT-401	Firearms Instructor Certification	Active Course - R
PFT-402	Advanced Weapons Systems (AWS) Instr. Cert.	Active Course
PFT-403	Intermediate Force Instructor Certification	Active Course
PFT-405	Basic Tactical Entry	Active Course
PFT-407	Special Response Team Instructor Certification	Active Course
PFT-408	Ground Control Instructor Certification	Active Course

Number Active Courses: 19

Course #	Course Title	Status^
S&S Central Training Academy - Safeguards		
CSS-111	Intro. to Information Systems Security	Active Course
CSS-311	Advanced Information Systems Security	Active Course
CSS-320	Incident Response for Computer Sys Administrators	Active Course
CTA-006.1	TAP-Federal Oversight Review/Contractor "How To"	Active Course
CTA-007D.1	Training Managers Quality Panel ITV - Fall 2003	Active Course
CTA-101DC	Introduction to Safeguards & Security	Active Course
CTA-102D	Violence in the Workplace	Active Course - R
CTA-102D.2	Violence in the Workplace	Active Course
CTA-108DC	Safety, Health & Environmental Management Training	Active Course
CTA-110	Safeguards & Security Awareness Coordinators Trng	Active Course - R
CTA-112	Senior Security Awareness Seminar	Active Course
CTA-115	DOE Property Management & Nonproliferation	Active Course
CTA-140	Vulnerability Assessment Fundamentals	Active Course - R
CTA-142	Introduction to Risk Management	Active Course - UD
CTA-240	Analytic System Software for Evaluating S&S	Active Course
CTA-240DC	ASSESS and Tutorial	Active Course
CTA-315	Advanced Vulnerability Assessment Baseline Course	Active Course
CTA-320	VA Facility Characterization & VA Software Modeling	Active Course
CTA-325	VA Explosive Effects Modeling	Active Course
CTA-330	Chem/Bio Weapons and Radiological Sabotage VAs	Active Course
CTA-340	LSPTs, Exercises, and Protocol Documents	Active Course
CTA-540DG	Vulnerability Assessment Fundamentals	Active Course
ISC-003D	Inquiries and Incidents	Active Course
ISC-003D.1	Forum - Inquiries and Incidents	Active Course

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Page 2 of 5

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Course #	Course Title	Status^
S&S Central Training Academy - Safeguards		
ISC-121D	CMPC for Custodians	Active Course
ISC-121DB	CMPC for Custodians	Active Course
ISC-141D	Operations Security - An Overview	Active Course - UD
ISC-141DV	Operations Security -- An Overview	Active Course
ISC-143DW	OPSEC Refresher Training Forum	Active Course
ISC-145	Operations Security Executive Seminar	Active Course
ISC-201	Information Security	Active Course - R
ISC-201D	Information Security	Active Course - R
ISC-202DV	Legal Aspects of Inquiries	Active Course
ISC-221	Classified Matter Protection & Control I	Active Course
ISC-221D	Classified Matter Protection and Control Forum	Active Course
ISC-222	Special Program Security Officer (SPSO)	Active Course - UD
ISC-234	Technical Surveillance Countermeasures	Active Course
ISC-241	Operations Security (OPSEC)	Active Course
ISC-301	Conduct of Inquiries	Active Course
ISC-321	Classified Matter Protection & Control II	Active Course - R
ISC-501DG	Conduct of Inquiries Graduate Level	Active Course
ISC-541DG	Operations Security Graduate Level	Active Course
MCA-001D	Materials Control and Accountability Forum	Active Course
MCA-101DC	Intro to Nuclear Mat'ls Control & Accountability	Active Course
MCA-101RC	Intro to Nuclear MC&A - Russian Version	Active Course
MCA-102DC	DOE Two-Person Rule	Active Course - UD
MCA-103DC	Transaction Data Systems	Active Course
MCA-104DB	Introduction to Measurement Programs	Active Course
MCA-110	Basics of Nuclear Materials Accountability	Active Course
MCA-111	Materials Accounting for Nuclear Safeguards	Active Course
MCA-112	Nuclear Mat'ls Mgmt & Safeguards Systems I	Active Course
MCA-114	LANMAS Administrators Course	Active Course
MCA-120	Basics of Nuclear Materials Control	Active Course
MCA-121	Tamper Indicating Device (TID) Program	Active Course
MCA-130	Statistical Concepts in MC&A	Active Course
MCA-132	Sampling Plans for MC&A	Active Course
MCA-144	Measurement Control for MC&A	Active Course
MCA-150	MC&A Survey Procedures	Active Course
MCA-153	Intro to Performance Testing for MC&A	Active Course
MCA-212	Nuclear Mat'ls Mgmt. & Safeguards Systems II	Active Course
MCA-214	LANMAS Users Course	Active Course
MCA-230	Statistical Concepts in Safeguards	Active Course
MCA-241	NDA Techniques for Safeguards Practitioners	Active Course
MCA-243	NDA of Special Nuclear Materials Holdup	Active Course
MCA-244	Plutonium Calorimetric Assay Training	Active Course
MCA-246	Calorimeter Operator Training School	Active Course - R
MCA-248	Waste & Residue NDA Measurements	Active Course
MCA-260	Physical Inventories for MC&A	Active Course
MCA-342	Advanced Neutron NDA Techniques	Active Course
MCA-343	Gamma-Ray Spectroscopy for Nuc Matl Acc'ting	Active Course

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Page 3 of 5

Course #	Course Title	Status^
S&S Central Training Academy - Safeguards		
MIT-111	Basic Instructor Training	Active Course
MIT-115	Interactive Television (ITV) Instructor Training	Active Course
MIT-119DB	Introduction to Job Analysis	Active Course
MIT-120	Job Analysis	Active Course
MIT-200	Supervisor Development Program	Active Course
MIT-200D	Supervisor Development Program (ITV)	Active Course
MIT-209DW	Introduction to Instructional Systems Development	Active Course
MIT-210	Curriculum Development Training	Active Course
MIT-211	Presentation Techniques	Active Course - R
MIT-300D	Management Seminar	Active Course
MIT-300D.1	Seminar - Stress Management	Active Course
MIT-300D.10	Seminar - The Responsible Employee	Active Course
MIT-300D.2	Seminar - Interpersonal Communications	Active Course
MIT-300D.3	Seminar - Management Statistics	Active Course
MIT-300D.4	Seminar - Mentoring	Active Course
MIT-300D.5	Seminar - Time Management	Active Course
MIT-300D.6	Seminar - Passionate Work	Active Course
MIT-300D.7	Seminar - Customer Service	Active Course
MIT-300D.8	Seminar - Emotional Intelligence	Active Course - UD
MIT-300D.9	Seminar - Cooperative Labor-Management Relations	Active Course - UD
MIT-311D	Instructor Refresher Forum	Active Course - UD
PER-100DB	Personnel Security Correspondence Course	Active Course
PER-101	Personnel Security Specialist Adjudication Trng	Active Course
PER-110	Personnel Security Screeners Course	Active Course
PER-120	Fed Personnel Security Adj. Trng (Outside Agency)	Active Course
PER-200	Advanced Personnel Security Training	Active Course
PER-201	Advanced Interview Techniques Seminar	Active Course
PER-202	Personnel Security Adjudication for Mgmt Seminar	Active Course
PER-300	Administrative Review Hearing Procedures	Active Course
PFT-202	Survey of Protective Forces	Active Course
PHY-100DB	Introduction to Physical Security Systems	Active Course
PHY-120	Intermediate Physical Security Systems	Active Course
PHY-125D	Emerging Technologies Seminar	Active Course
PHY-125D.1	Seminar - Kaba Mas X-09 Electronic Lock	Active Course
PHY-125D.2	Seminar Systematic Approach to Vehicle Inspections	Active Course
PHY-128DB	Introduction to Basic Survey	Active Course
PHY-130	Basic Survey	Active Course
PHY-135	S&S Information Management System-Query Only	Active Course
PHY-136	S&S Info Management System-Data Entry & Query	Active Course
PHY-202	Survey of Physical Security Systems	Active Course
PHY-210DB	Facility Security Officer Orientation	Active Course
PHY-230	Facility Survey Team Leader	Active Course
PPM-112D	OJT Trainers	Active Course
PPM-112DB	OJT Trainers	Active Course
PPM-150	Intro to Foreign Ownership, Control, or Influence	Active Course
PPM-151	Foreign Ownership, Control, or Influence	Active Course

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Page 4 of 5

Active Course List by Academy/Department

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	Course #	Course Title	Status^
S&S Central Training Academy - Safeguards			
	PPM-200	Survey Report Writing	Active Course
Number Active Courses: 117			

	Course #	Course Title	Status^
Work For Others			
	WFO-102	New Mexico State Police Officer Survival Training	Active Course
	WFO-105	Security Response Force Basic Course/U.S. BOR	Active Course
	WFO-106	NRC Weapon Familiarization Course	Active Course
	WFO-107	Security Police Officer Training	Active Course
Number Active Courses: 4			

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Page 5 of 5